



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

<b>POSITION:</b>	Career Ladder Position with interim steps leading to outplacement/promotion to an <b>INFORMATION SPECIALIST I</b> position
<b>DEPARTMENT:</b>	<b>Public Records</b>
<b>SUMMARY:</b>	See Attached Position Classification
<b>SALARY RANGE:</b>	<b>\$45,269 - \$86,922</b>
<b>CONTACT:</b>	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
<b>POSTING DATE:</b>	<b>August 6, 2010</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>August 20, 2010</b> Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please.  <b>* New *</b> E-mail your submission to <u><a href="mailto:resumes@sec.senate.gov">resumes@sec.senate.gov</a></u> . <b>Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.</b>  All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



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**Career Ladder Position with interim steps leading to outplacement/promotion to an  
INFORMATION SPECIALIST I position**

**Department:** Office of Public Records

**Reports to:** Superintendent, Public Records

**PERSONS ELIGIBLE TO APPLY**

Current Secretary of the Senate (SOS) employees who apply and are the successful candidate will be slotted in at their current pay level if it is equal to the SOS Pay Band 5 range level with a promotional increase if above the minimum, or the minimum of the pay band if below SOS Pay Band 5. If the successful candidate is a SOS employee above Pay Band 5, then the candidate will be placed into the appropriate Pay Band commensurate with the candidate's experience and education. A SOS employee above the maximum salary for this career ladder position would be placed commensurate with their experience and education, but still within the pay range for the career ladder position. If the successful candidate is not a Secretary of the Senate employee, he/she will be slotted into SOS Pay Band 5 in Phase I commensurate with their experience, skills and abilities.

This is a career ladder position posting in the Office of Public Records (OPR) under the Secretary of the Senate. An individual selected for the career ladder position will be placed into SOS Pay Band 5 in Phase I for a period of twelve (12) to eighteen (18) months maximum during which time, he/she will be on a training plan and provided opportunities for development and increased responsibility. Upon successful completion of the development and performance goals, as specified in an Individual Development Plan (IDP) for Phase I, the individual will be granted a promotional increase into SOS Pay Band 6. The successful applicant will again be placed on an Individual Development Plan in Phase II and serve for the next twelve (12) to eighteen (18) months maximum working on increasingly more complex public records issues. Regular merit procedures will not apply during Phases I and II, as increases will be given based on performance at the completion of each development phase.

Successful completion of Phase II will result in non-competitive promotion to an Information Specialist position SOS Pay Band 7. During Phases I and II, employee will be eligible for COLA payments if applicable, but will not receive merit pay under regular merit pay procedures; instead employee will be granted a pay increase after successful completion of assignments and demonstrated proficiency upon completion of each of the phases. After outplacement/promotion to Information Specialist, employee will become part of/return to the standard annual merit-review program.

**NATURE OF WORK:**

This is specialized clerical work administering various public disclosure programs within the Office of Public Records. Work includes advising filers of their rights and responsibilities of complying with programs; processing and reviewing documents and reports for public record; and assisting the public, press and staff with retrieval of documents and reports. Work is

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



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required by the Lobbying Disclosure Act of 1995 (LDA), as amended, Federal Election Campaign Act, Ethics in Government Act and the Senate Code of Official Conduct (Senate Rules 34-43).

**ESSENTIAL FUNCTIONS**

Advises the public, press and Senate staff regarding filing obligations, nature of disclosures, and availability of all documents on file with the Public Records office; advises filers of deadlines and impact of timeliness; reviews material for compliance with reporting requirements and notifies filers of errors and recommends corrective action; and provides advice to filers regarding clarification of the public record.

Receives, processes, reviews and provides documents and reports to the public within the parameters dictated in the applicable legislation; indexes information into an electronic database for public access; and archives documents in accordance with the rules of the National Archives and National Records Center.

Assists public, press and Senate staff with retrieving information from databases.

Performs other duties as assigned.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. May be required to work extended hours, if needed, during filing deadline windows.

**INITIAL REQUIREMENTS for Phase I:** For this level, applicants must address the following:

Work requires a Bachelor's Degree in Communications, Political Science, Computer Science or related field, with one to three years of customer service or office experience; that provides the following knowledge, skills and abilities:

Knowledge of public disclosure legislation and amendments.

Knowledge of modern office practices, procedures and equipment.

Knowledge of information services and databases.

Ability to work cooperatively and courteously with Senate staff, press and public.

Ability to use computer, Internet and relevant computer software packages.

Ability to work with others, using tact and diplomacy.

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Ability to communicate effectively, both orally and in writing.

Ability to provide prompt and courteous customer service and resolve customer problems.

Ability to maintain confidentiality.

The successful applicant **must pass Phase I** to move onto Phase II of the Career Ladder. A performance increase will be granted upon successful completion of Phase I.

**REQUIREMENTS for Phase II:** For graduation to this phase, applicants must be able to demonstrate with the combination of education, experience and successful completion of the following knowledge, skills and abilities in addition to the above:

Demonstrated knowledge of all applicable laws, regulations, rules and OPR procedures.

Demonstrated knowledge of the functions, operations, policies and procedures used by the Senate Office of Public Records.

Demonstrated ability to utilize internal processing applications and programs for database entry, query and review.

Demonstrated ability to review materials for compliance with the reporting requirements and correctly advise the filing community regarding compliance requirements and necessary corrective action.

Demonstrated ability to respond appropriately to public inquiries and make documents available within the parameters dictated in the applicable legislation.

Demonstrated ability to follow departmental rules, regulations, procedures and functions.

Demonstrated ability to professionally handle confidential/sensitive matters and materials.

Demonstrated establishment and maintenance of effective working relationships, and the ability to work collaboratively with a team both internally and externally.

Demonstrated ability to communicate effectively, both orally and in writing.

The successful applicant **must pass Phase II** to move onto outplacement/promotion to the Information Specialist position. A performance increase will be granted upon successful completion of Phase II and outplacement as an Information Specialist.

**REQUIREMENTS for Outplacement/Promotion to Information Specialist (SOS Pay Band 7): Successful completion of Phase II - Demonstrated ability to perform all of the ESSENTIAL FUNCTIONS of the position:**

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In addition to the requirements in Phases I and II above, demonstrated ability to work independently; ability to recognize issues and seek technical guidance from senior staff.

Ability to develop and implement quality control measures as applicable to various database maintenance.

Work independently on projects to update and upgrade database functions.

Demonstrated ability to collaborate on published guidance and guideline revisions for the various disclosure programs, and represent the office in collaborations with external offices and/or groups.

Demonstrated ability to draft official correspondence for the Superintendent and/or correspondence for the Secretary's signature.

Demonstrated ability to keep abreast of legislative changes impacting disclosure laws and follow developments reported in the media.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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